

## CALENDAR

This tool is used to add/update/delete events for your organization's calendar. You are able to have many different calendars on your Web site; however, all events will be administrated from this one master calendar.

### EDIT CATEGORIES:

- 1) Click on the Calendar link on the administration toolbar to open the Calendar administration tool.

Calendars

Click on a day below to create a new event for that day

month: February year: 2005

[Edit Locations](#) [Edit Categories](#)

February 2005								
<< previous	Sun	Mon	Tue	Wed	Thu	Fri	Sat	next >>
			1	2	3	4	5	
6	7	8	9	10	11	12		

- 2) Click on the Edit Categories link to open the Calendar Categories page. It is strongly recommended that you get these categories set up before you actually add events to your calendars. Examples of categories are Academics, Athletics, Fine Arts, etc. If you are not sure what categories you will need, just enter a general category to get started.
  - a. Click Add Category to add a new category to the list.
    - i. Type in the desired name for your new category and click Add.
  - b. Click the update link to change the name of a category.
  - c. Click the delete link to eliminate a category. If you have events tied to this category, the delete option will not be available.

### EDIT LOCATIONS:

- 1) Click on the Edit Locations link at the top of the Calendar administration page to edit locations. For each event in your calendar, you have the ability to optionally attach a location for the event. By entering a location one time, all attached events will have a link for driving directions to this location.
  - a. Click Add Location to add a new location to the list.
    - i. Type in the name of the location and enter its address, city, state and zip code. Click the add button.
  - b. Click the update link to update any part of a location.

- c. Click the delete link to eliminate a location. By deleting this location, all events that are attached to this location will no longer have a location attached to it.

## ADD EVENTS TO A CALENDAR:

- 1) Click on the Calendar link on the administration toolbar to open the Calendar administration tool.

The screenshot shows the 'Calendars' administration interface. On the left is a navigation menu with 'Calendar' circled in red. The main area displays a calendar for February 2005. The date '17' is circled in red. Above the calendar, there are dropdown menus for 'month: February', 'year: 2005', and 'category: All'. Below these are links for 'Edit Locations', 'Edit Categories', and 'Weekly Email Intro Paragraph'. The calendar grid shows days from Sun to Sat. Events are listed for the 18th and 19th, including 'Event #2', 'Event #4', and 'This was a test.'.

- 2) Click on the date to which you want to add an event (see example above).
- 3) The New Event page will appear. Enter the desired information into the fields as labeled.

The 'New Event' form contains the following fields and controls:

- Event Title:** A text input field with a note: "If you leave the title blank, the event description will appear as the title instead."
- Category:** A dropdown menu.
- Date:** A text field showing "February 17, 2005".
- Date Description:** A text input field.
- Begin Time:** Three dropdown menus for hour, minute, and AM/PM.
- End Time:** Three dropdown menus for hour, minute, and AM/PM.
- Description:** A rich text editor with a toolbar containing icons for source, undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, and print. Below the toolbar are 'Style' and 'Font' dropdown menus.

- a. **Event Title:** This is the text that will appear on the calendar describing the event. While this is not a required field, most of the time you will want to fill in this field with a descriptive value. Try to keep the title concise.

- b. **Category:** This is the calendar category that this event will belong to. (See Edit Categories above) This will be your only means of organizing all your events; therefore, we strongly recommend that you have these categories set up prior to adding events to your calendar.
- c. **Date:** This is the first day of this event. You will not be able to edit this when you initially add an event; however, this can be done when updating an event.
- d. **Date Description:** You can use this if you want to give a written description to the date or dates that this event is held. This will be used very seldom.
- e. **Begin Time:** Enter the Hours, Minutes, and AM/PM for when this event begins. This is optional.
- f. **End Time:** Enter the Hours, Minutes, and AM/PM for when this event ends. This is optional.
- g. **Description:** Use this field to provide further clarification for an event. For example: you can enter the main contact for the event with her email address, you can enter an article that promotes the event or any other information that might be helpful for your users. To view this description, Web site users will need to click on the event on the calendar. Note: If the Event Title field is left blank, the Description will appear in the body of the calendar instead. This is useful for entering a Hot Lunch Menu.

---

**Location:**

**Extra Location Text:**

**Recurrence:**

**None**

---

**Daily**  
Occurs every day until the Recurrence Ending Date below

---

**Weekly**  
Occurs every  week(s) on:  
 Sun  Mon  Tue  Wed  Thu  Fri  Sat

---

**Monthly**  
Occurs on the  1st  2nd  3rd  4th day(s) below in the month:  
 Sun  Mon  Tue  Wed  Thu  Fri  Sat

---

[Recurrence Ending Date:](#)  (m/d/yyyy)

**Allow to RSVP:**  **Email RSVPs To:**

- 4) **Location:** Choose the appropriate location for this event from the drop-down box. If the location does not appear in the drop-down, click on the New Location button to add the new location to the database. By selecting a location, users will be able to click on a link to open driving directions to this location.

- 5) Extra Location Text: Use this text area to enter written directions to an event.
- 6) Recurrence: Use this option if you want to have this event occur multiple times on your calendar. If you select the Daily, Weekly or Monthly recurrence, you will need to enter an Ending Date.
- 7) Allow to RSVP: Check this box if you want your Web site users to be able to email an RSVP for this event. If you check this box, you will need to enter an email address for where these RSVPs will be sent.
- 8) When all the desired fields have been entered, click the Submit New Event button at the bottom of the page.

#### **UPDATE AN EVENT:**

- 1) Click on the Calendar link on the administration toolbar to open the Calendar administration tool.
- 2) Click on the event on the calendar that you want to update. This will bring up the Update Event screen for this event.
- 3) Make the appropriate modifications to the fields for this event.
- 4) If this is a recurring event, you will need to check the boxes next to the events that this change needs to apply to.
- 5) Click the Update Event button at the bottom of the page.

#### **DELETE AN EVENT:**

- 1) Click on the Calendar link on the administration toolbar to open the Calendar administration tool.
- 2) Click on the event on the calendar that you want to delete. This will bring up the Update Event screen for this event.
- 3) If this is a recurring event, you will need to check the boxes next to the events that need to be deleted.
- 4) Click the Delete Event button at the bottom of the page.

#### **VIEW EVENTS ON YOUR WEB SITE:**

- 1) The Calendar link on the administration toolbar is used for adding, editing and deleting events only.
- 2) To view events, you will need to add a Calendar of Events to the page detail of a Web site page (See the Page Detail – Calendar of Events Help Manual).